College Credit Plus (CCP)
Instructor Application Checklist

This sheet addresses the process for application to serve as an Instructor in the Cincinnati State College Credit Plus Program when requesting to offer a college course at the high school location.

Applicant Checklist:

- ☐ **Instructor Approval Request Form (Required)**
  (This form MUST be typed. Handwritten submissions will not be accepted)
- ☐ **Updated Resume (Required)**
- ☐ **Transcripts (Required)**
  (These can be copies of transcripts in your District HR file)
- ☐ **Other Supporting Documents**

Instructor applicants should review the Ohio Board of Regents credential requirements carefully and be sure their application materials prominently document those credential standards.

Upon receipt of these documents, the packet is sent to the appropriate academic division for review. **Incomplete applications will not be forwarded to the academic division for review.** Once qualifications and eligibility is determined, applicants will be notified via email of next steps.

Applicants should return completed forms (by email) to:

Nona Landis, Interim Assistant Dean | College Credit Plus
nona.landis@cincinnatistate.edu

Cincinnati State Technical & Community College
3520 Central Parkway
Cincinnati, OH 45223

Cincinnati State
COLLEGE CREDIT PLUS

College Credit Plus (CCP) Instructor Approval Request Form

Submissions must be typed

Applicant Name: _____ Date: _____

Please select which position you're applying for:

☐ CCP Instructor

☐ CCP Proctor

Applicant Information

Home Mailing Address: _____
Street Address

_____
City *State* *Zip*

Phone: _____ Cell Phone: _____
(If different from phone number.)

Email: _____

Date of Birth: _____ Social Security Number: _____
(REQUIRED For HR appointment processing)

High School Information

Name: _____ Phone: _____

Mailing Address: _____
Street Address

_____
City *State* *Zip*

Principal Name: _____ Principal Email: _____

Proposed Course Code(s): _____

Example: ENG 101, MAT 105, PSY 110, etc.

To find Cincinnati State course descriptions and codes please visit: https://catalog.cincinnatistate.edu/coursedescriptions

Optional - Would you be interested in also being contacted about serving as a regular adjunct faculty on campus?

☐ Yes ☐ No

Thank you for completing this form.
Please allow for a minimum of 2 weeks processing time.
After review you will be notified whether your request is approved or denied.
If you have questions please contact Nona Landis (nona.landis@cincinnatistate.edu).

Revised 12/2025